

## **EMERGENCY MANAGEMENT OFFICER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Emergency Management Officer position exists is to direct activities related to emergency preparedness, on behalf of the City of Scottsdale and serves as the liaison between all City Departments. The Emergency Management Officer is responsible for ensuring the City's emergency preparedness plans are in place and current. The Emergency Management Officer is also responsible for the readiness of the City's Emergency Operations Center (EOC) and emergency preparedness training of City employees and citizens. The Emergency Management Officer is responsible for integration into the emergency planning occurring in the surrounding communities, Maricopa County, and the State of Arizona and serves as the City's representative in associated committees. In addition, this position has oversight of the City's grant submittals as it relates to emergency preparedness and emergency management. This classification performs work under the general direction of an Assistant Fire Chief of the Fire Department.

### **ESSENTIAL FUNCTIONS:**

Plans, organizes and directs the work of others as it relates to emergency management. This includes working with management, professional, and technical employees throughout the City. This position shares a commitment to quality and teamwork in the integration of emergency planning.

Establishes and implements City and Department goals, objectives, practices and procedures. Observes and reviews the work of City staff to ensure conformance to established emergency management policies and procedures.

Works with managers to resolve citywide issues, both internal and external to the City. Establishes and maintains good working relationships with local, county, State, and Federal civil defense officials.

Responds to all significant emergency public safety events within the City and may be asked to prepare a written summary of events. Subject to calls all hours of day/night and may work in all kinds of weather conditions.

Develops budget requests and prepares written proposals on a computer requiring visual and muscular dexterity. Monitors and manages assigned budget.

Makes presentations to top management regarding emergency management planning and the implementation of long- and mid-range plans and programs. Shares a departmental and city commitment to quality. Collects and analyzes data in order to make oral and written recommendations to management, including the development and maintenance of an Emergency Management Strategic Plan.

Communicates, coordinates and serves as a liaison on emergency management and activities with other public safety agencies, and other internal City and department divisions. Prepares ordinances and regulations for deliberation by Council to meet Federal and State requirements for emergency services.

Maintain regular consistent attendance and punctuality.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Current Federal and State laws, ordinances, regulations, established procedures, approved principles, practices, and organization of emergency management work;

Public safety hazards and unsafe conditions and practices;

Modern incident command procedures and methods;

The theories, principles, and practices of governmental organization and management including; effective public administration, with special reference to public safety city policies, personnel, and emergency management administration;

The principles and methods of budget preparation and monitoring; and

The laws and court decisions affecting public safety as it relates to emergency planning and municipal codes and regulations as they relate to emergency management;

**Ability to:**

Establish and maintain effective and cooperative working relationships with staff, City officials, community organizations, other governmental agencies, vendors, advisory groups, volunteers, and the general public in coordinating activities and resolving problems;

Make crisis response decisions, organize and direct the activities of a large staff engaged in providing emergency management activities;

Work a flexible schedule in order to effectively manage a 24-hour operation;

Prepare written documents in English with clearly organized thoughts using proper sentence structure, punctuation, and grammar and comprehend and make inferences from material written in the English language;

Communicate effectively in English with city staff at all levels, other public safety agencies, and the general public;

Obtain valid Arizona driver's license with no major driving citations in the past 39 months, safely operate a motor vehicle; read maps;

Work in a variety of weather conditions; stand or sit for long periods of time, and physically lift or move persons or objects;

Assist with planning, organizing, staffing, and directing the range of activities commonly found in a progressive municipal organization;

Directly supervise special functions or programs as may be assigned by the Police or Fire Chief's Organize and direct personnel in emergency situations;

Observe and monitor behavior to determine compliance; coordinate activities among varied units and resolve complex issues; and

Operate standard office equipment including a computer terminal requiring continuous and repetitive hand/eye movement;

**QUALIFICATIONS:**

Bachelor's degree in Criminal Justice, Fire Administration, Business Administration, Public Administration or related area. Two to four years of recent experience in emergency management administration, that includes; contract negotiations, agreements, intergovernmental relations, grant oversight, and fire and/or police safety.

FLSA Status: Exempt

HR Ordinance Status: Unclassified